



**CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER, CA 95023
(831) 636-4360**

**ADMINISTRATIVE PERMIT REVIEW FOR MAJOR TEMPORARY USE
PERMIT FEE IS \$508.00**

This application is applicable to major temporary use permits pursuant to section 17.24.180.C. of the City of Hollister Municipal Code. The permit is subject to Administrative Permit Review by the City of Hollister Development Review Committee (city departments) and approval by the Development Services Director. The application and site plans must be submitted to the City of Hollister Development Services Department office. Along with the completed application, applicants must submit two (2) copies of site plans forty-five (45) days prior to the activity which are required to include the following:

The following uses are considered temporary uses:

1. **Temporary Two to Three Day sales.** A minor temporary use permit for two to three day sales of products may be allowed on property in the commercial and industrial zoning districts and within a mix use zoning district where the property is substantially developed for commercial land uses. A maximum of four minor temporary use permits may be allowed on any one parcel or commercial center.
2. **Seasonal sales lots.** Christmas tree sales lots or the sale of other seasonal products, including pumpkins, and directly-related temporary residence/security trailers. A permit shall not be required when the sales are in conjunction with an established commercial business holding a valid business license, provided the activity does not consume more than fifteen percent (15%) of the total parking spaces on the site and does not impair emergency vehicle access. Fireworks sales may be conducted after receiving a permit from the City Council in compliance with the Municipal Code.
3. **Events.** Arts and crafts exhibits, carnivals, circuses, concerts, fairs, farmer's markets, festivals, flea markets, outdoor entertainment/sporting events, rodeos, rummage sales, second hand sales and swap meets.
4. **Temporary Storage:** Enclosed temporary storage (unrelated to a construction project) (i.e., cargo container, sea-train, etc.) may be approved for a maximum time period of six consecutive months from the date of approval;
5. **Annual Motorcycle Rally:** A temporary zoning clearance permit may be permitted if the application is consistent with the standards adopted by City Council resolution.
6. **Similar temporary uses.** Similar temporary uses which, in the opinion of the Director, are compatible with the zoning district and surrounding land uses.

MAJOR TEMPORARY USE PERMIT APPLICATION REQUIREMENTS

STEP 1 – APPLICATION SUBMITTAL

✓	Please fill out the attached application form.
✓	\$769.70 application fee, payable to the City of Hollister.
✓	<p>Site plan with illustrations, sketches or drawings that show without explanation the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parcel address and zoning district <input type="checkbox"/> Size, dimensions and location of property <input type="checkbox"/> Location of adjacent street, alley, sidewalk and on-site driveways <input type="checkbox"/> Location and size of existing structures on the site and on adjacent parcels <input type="checkbox"/> Location of any temporary structures (e. g. booths, tents) type of service the structure(s) will provide and setbacks of all temporary structures from property lines and between structures (<i>Minimum set backs for tents to property lines is 5 feet and 3 feet from other tents</i>) <input type="checkbox"/> Location and number of off-street parking spaces and drive aisles <input type="checkbox"/> Location of any temporary fences, signs, or structures to be installed as part of the temporary use <input type="checkbox"/> Location of designated restroom facilities (<i>A minimum of two portable bathrooms per site. One of these portable bathrooms must be ADA accessible and compliant</i>) <input type="checkbox"/> Identify trash receptacles (<i>A minimum of one 20-yard dumpster may be required, depending on the proposed activity</i>)
✓	A narrative explanation of the proposed temporary use and clean up
✓	A narrative explanation of any plans for security
✓	<p>Property Owner signature: Signature of the property owner on the application or a letter of authorization from the property owner with the original signature in blue ink. Applications without the owner's signature will not be accepted or approved.</p>
✓	<p>Supplemental requirement for a major temporary use permit for a 2-3 day sales event, a special event or seasonal sales lot: Statement of operations. A letter describing the hours of operation, days that the temporary use will be on the site, number of people staffing the use during operation, anticipated number of people using the facility during operation, and other information about the operation of the use that pertains to the impact of the use on the community or on adjacent uses shall be filed with the Department</p>

STEP 2 - REVIEW OF APPLICATION:

A Major Temporary Use Permit will be subject to an interdepartmental review by the City of Hollister Development Review Committee (DRC) and if food service is proposed the Environmental Health Department. The application may be approved, modified, conditioned, or denied by the Development Services Director. The application may be approved only if all the following findings are made:

1. That the establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;
2. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and
3. Approved measures for removal of the use and site restoration will ensure that the temporary use causes no changes to the site that will limit the range of possible future land uses otherwise allowed by this Zoning Ordinance.

In making these determinations, the Director shall take into consideration the short time period of the proposed land use activity.

Conditions of approval. In approving an application for a Major Temporary Use Permit, the Director may impose conditions deemed necessary to ensure that the permit will be in compliance with the findings listed above.

Condition of site following temporary use. Each site occupied by a Major Temporary Use shall be cleaned of debris, litter, or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the provisions of this Zoning Ordinance. A bond may be required prior to initiation of the use to ensure cleanup after the use is finished.

Revocation. The Director may revoke or modify a Major Temporary Use Permit in compliance with Section 17.24.130 H. (Revocations) with only a twenty-four hour (24) notice.

Performance guarantee. The applicant/owner may be required to provide adequate performance security for the faithful performance of any condition of approval imposed by the Director.

Appeal. Any person aggrieved by a decision of the Director may appeal the decision in writing, in compliance with the provisions of Section 17.24.140 (Appeals).

TYPICAL CONDITIONS FOR TEMPORARY SALES/EVENTS
(Additional Conditions such as security or increased setbacks may be required depending on the type of temporary sales event and other factors)

Conform to approved site plan: The booth lay out and display must represent the booth lay out and display on the approved site plans. Any site plan modifications must be approved prior to the event.
Business License: Submit a copy of an active Business License from the City of Hollister Finance Department. Call (831) 636-4301.
Car Sales: Provide proof of DMV approval for a Temporary Branch Location.
Building Permits Obtain a building permit for the any tent (must be fire retardant), generator or booth. Every tent is required to have the seal of registration for flame retardant. The applicant must have on display a Model 2A: 10BC Fire Extinguisher on site. This extinguisher must be visible and accessible. An electrical permit will be required for any temporary electrical connections on site. Contact Building Official at (831) 636-4355 for details. A building permit copy is included with this approval.
All tent/tarps, posts, tie-downs, and appurtenances shall require a five (5) foot setback from the project site property lines, public right-of-ways (sidewalks, curbs, driveways, alleyways) and other structures. ¹
Food Sales: Submit a copy of all of the required permits and approvals from the San Benito County Environmental Health Department. Call (831) 636-4035 for details.
Portable Bathrooms: Submit a copy of a rental and service agreement for the portable bathrooms to be utilized for the event. At least one portable bathroom must be ADA accessible for people with disabilities.
Fire Inspection. Prior to the start of operation, please call the Fire Department at (831) 636-4325 for a site inspection. The Department will need to inspect your project site for potential fire hazards and safety issues. The installation of Fire Extinguishers within the project structures may be deemed necessary by the Fire Department.
The public sidewalks, alleyways and right-of-ways must stay clear and free from obstruction.
Event days: <input type="checkbox"/> Set up for project site shall be on (day before sales start). <input type="checkbox"/> First day of sales shall be no earlier than (first day of sales on application) and last day of sales shall be (last day on application). The project site must be cleared of all items used in relation to the temporary zoning clearance event no later than (day after last day of approved sales). .

¹ Additional setbacks may be required to assure that a sidewalk is clear of patrons



ADMINISTRATIVE PERMIT REVIEW FOR MAJOR TEMPORARY USE PERMIT APPLICATION \$508.00

DEVELOPMENT PROJECT APPLICATION

PLEASE READ AND COMPLETE THIS APPLICATION FORM CAREFULLY

THIS APPLICATION IS FOR (CHECK THE APPROPRIATE BOX):

- ☐ Events (Arts & Craft exhibits, carnival, circus, concert, fairs, farmer's market, flea market, outdoor entertainment/sporting events, rodeos, rummage sales, swap meets)
- ☐ Seasonal sales lot (Christmas trees, pumpkins, firework sales (see note below))
- ☐ Temporary Two to Three Day Sales Event
- ☐ Temporary Storage for a maximum of 6 months (Enclosed temporary storage)
- ☐ Motorcycle Rally (must be consistent with standards adopted by City Council)
- ☐ Sales Office
- ☐ Other similar temporary uses

1. Applicant (s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

2. Property Owner (s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ FAX: _____

3. Description of Proposed Use _____

4. Property Location & Parcel No. _____

5. Dates of Temporary Use _____

a. Total number of booths to be set up on the project site _____

- b. Days and hours of activity (*please include booth set up and tear down*)
 c. Hours of operation. _____
 d. Merchandise and/or food set up at site/in booths _____
 e. Are Canopies/tents going to be utilized in conjunction with the booth? ☐ Yes
☐ No

PLEASE NOTE: Canopies/tents greater than 120 sq. ft. will require a building permit. See the attached Canopy/tent hand out included as an attachment with this packet for clarification. **Deadline for submitting a canopy/tent building permit is five (5) days prior to the activity.**

7. Zoning District: _____
 8. Sellers Permit# _____
 9. Sale of Food or Beverages: None ☐ Yes ☐
 (Explain) _____

NOTE: Supplemental requirement for temporary use more than 35 days:

Letters signed by the property owners of each parcel abutting the site on which the temporary use is proposed to be located shall be filed with the Department. The letters shall acknowledge the proposed use, and dates and times of operation, and state the abutting property owner's agreement to the operation of the temporary use as described. Applications for which the applicant is unable to obtain these letters may be converted to a Conditional Use Permit where the use is allowed with Conditional Use Permit approval by the applicable zoning district (Zoning Districts and Allowable Land Uses).

Certification: The facts, maps and document submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provision of City and State Law will be complied with and the conditions, if any, upon which this permit is granted will be carefully observed.

_____ Applicant's signature	_____ Date	_____ Owner's signature	_____ Date
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APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED BY THE PROPERTY OWNER

STAFF USE ONLY

Zoning Clearance Approved by: Development Services Director Date: _____

Application No: _____ \$769.70 fee Receipt No: _____

Note: Applicant must apply for seller's permit with the Finance Department. If they are out of town applicants, the fee is approximately \$225 and a need for a background check. All sales people must have picture ID's which cost approximately \$10 for each. In town, fee is \$115, however the background check may be waived.